



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

DISTRICT 1 BOARD OF HEALTH MEETING
137 N. 8th Street, St. Maries Idaho
July 31, 2008
Minutes

8500 N. ATLAS ROAD
HAYDEN, IDAHO 83835
<http://www2.state.id.us/phd1>

Board Members Present:

Marlow Thompson, Chairman
Allen Banks, Ph.D.
Walt Kirby
Dale VanStone

Members Absent:

Sharon Connors
Richard McLandress, M.D.
Chris Beck, Vice Chairman

Staff Present:

Jeanne Bock
Mary DeTienne
Jim Fenton
Mashelle Kenney
Dale Peck
Lora Whalen
Cynthia Taggart

Guests Present:

Jerry Mason
Nancy Stricklin

Chairman Thompson called the Board of Health meeting to order at 12:10 p.m.

Review of Minutes—June 26, 2008, Board of Health Meeting– Marlow Thompson

Chairman Thompson asked if there were any corrections or changes to the minutes of the June 26, 2008, Board of Health meeting.

MOTION: Mr. Kirby moved to approve the minutes of the June 26, 2008, Board of Health meeting; seconded by Dr. Banks. All in favor; passed unanimously. Minutes approved as submitted.

Receipt of Division Reports – Marlow Thompson

Chairman Thompson acknowledged receipt of the division reports and thanked the division directors for their reports.

MOTION: Mr. VanStone moved to receive the division reports; seconded by Mr. Kirby. All in favor; passed unanimously.

Aquifer Surcharge – Dale Peck

Mr. Peck reported that on July 22, 2008, the Kootenai County Commissioners approved the aquifer funds for next year to include an additional \$35,000. Mr. Peck would like to request that the Board eliminate the aquifer surcharge fee to septic permit applicants over the aquifer or in the aquifer recharge area. The additional funds provided to PHD from the Aquifer Protection District funds will cover the surcharge.

MOTION: Dr. Banks moved to eliminate aquifer surcharge fee for septic permit applicants over the aquifer and in the aquifer recharge areas effective July 1, 2008; seconded by Mr. Kirby.

Discussion: Mr. VanStone asked if the surcharge applied to lots on sewer or subdivisions in the city. Mr. Peck confirmed that the aquifer surcharge fees do not apply to properties on sewer.

All in favor; passed unanimously. Motion carried.

DEQ Rule Change for Individual/Subsurface Sewage Disposal – Dale Peck

Mr. Peck reported that the DEQ rule change process is moving along. The rule change will be published in the Legislative Bulletin on August 3 for formal comment, then DEQ will submit it by August 20, 2008, for the 2009 legislature. Mr. Peck is requesting a letter of support from the Board to DEQ.

MOTION: Mr. VanStone moved to support the rule change and directed Ms. Bock to sign a letter of support on behalf of the Board; seconded by Mr. Kirby.

Discussion: Dr. Banks is concerned that the Board hasn't reviewed and discussed this rule change enough. Mr. Peck explained the definitions presented are what PHD is using currently. The main change is the flows, which are slightly less than what PHD was trying to adopt last year. The soil classifications are in the Technical Guidance Manual (TGM) and Health Districts have been using those classifications for guidance for the last 20 years. DEQ is now recommending that the classifications in the TGM be accepted as law vs. guidance. The definition of a bedroom in the rule change is what PHD currently uses.

Chairman Thompson called for the question: All in favor; passed unanimously. Motion carried.

Report on Revisions to the Subdivision Process – Dale Peck

Mr. Peck explained that Environmental Health staff continues to be involved with developments in complicated situations and they are costing a great deal of time, with only the initial fee paid by the applicant. The reimbursement for time spent by staff exceeds the fee for these difficult sites. This issue applies to approximately 25% of the subdivision work load. Mr. Peck has drafted a process to manage the difficult subdivisions on septic systems.

Mr. Peck is proposing, with the initial fee, staff visit each site with 2-20 lots with a maximum of 4 site visits. An extra site visit will be added for each additional unit of 10 lots. If the applicant requests additional site work for any reason, staff will consult with the appropriate supervisor. If the supervisor determines that the additional site work is outside the scope of the Final Evaluation, a Soil Analysis will be required. After the Soil Analysis is conducted, the EHS will write a "Revised Final Evaluation".

If the applicant insists on approval of more lots than what the EHS indicates in the Revised or Final Evaluation, a new subdivision application will be required for the total number of lots being requested.

Mr. Peck and Ms. Bock recommend that the board allow this process be applied immediately.

All new applicants will be notified of the new process.

Report on County Visits – Dale Peck

Ms. Bock and Mr. Peck visited all five counties and discussed the DEQ rule change with the commissioners. Bonner County Commissioners will submit a letter of support; Shoshone County Commissioners will review the rule change when the third commissioner returns; and the other three counties will consider submitting letters of support.

Report on Tobacco Free Health Policy – Lora Whalen

Ms. Whalen reported that all staff and most clients are complying with the tobacco free policy. The neighbors in the Hayden office are pleased as well.

Fiscal Report – Jim Fenton

- **FY08 Financials**

Licenses, Permits and Fees were 17% under budget and Health Services was 5% under budget. Division directors are keeping personnel expenses under budget, which helped offset budget shortfalls.

Cash balance at the end of the year had a decrease of \$723,000 from the beginning of the year. PAC financing of \$1,000,000 received helped keep the cash balance up.

- **June Monthly Financials**

June of 07 to June 08 shows an increase which is due to the PAC funding for the St. Maries project.

- **State Mileage Reimbursement Rate Increase**

Mr. Fenton reported that the IRS has increased the mileage reimbursement rate from .505 to .585. PHD's policy states that the Board will observe the state mileage reimbursement rate, but will approve increases based on the budget.

MOTION: Dr. Banks moved to approve the state mileage reimbursement rate increase from .505 to .585 per mile, effective July 1, 2008; seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

Director Report – Jeanne Bock

- **Facility Infection Prevention and Control Policy 1-19**

Ms. Bock explained that the Facility Infection Prevention and Control Policy is based on divisional policies that are now encompassed into one district policy. Ms. Bock is requesting the Board's approval of the policy.

MOTION: Mr. VanStone moved to approve the Facility Infection Prevention and Control Policy 1-19.

This motion died for lack of a second.

- **Compressed Work Week**

Ms. Bock has done a significant amount of research on the compressed work week based on the Governor's directive for state agencies to operate more efficiently. She has spoke with Vicki Tokita and Dennis Moberly at the Division of Human Resources in Boise. They both agreed that PHD should proceed with pursuing the compressed work week of four 10-hour days, closing on Fridays. Ms. Bock has researched the State of Utah's new procedure beginning August 1, 2008, received many comments from the staff, and calculated gas savings for employees for one year. Just prior to today's Board meeting, Ms. Bock received word from Vicki Tokita referencing Statute 59-1007 that state agency office hours must be open from 8:00 a.m. – 5:00 p.m., every day except holidays. According to the AG, this also applies Health Districts. If a compressed work week is implemented, days off must staggered to keep the office open every day.

- **Shoshone County Prosecutor Letter**

Ms. Bock received a separate criminal claim on G.W. Haight that the Shoshone County prosecutor is pursuing. Ms. Stricklin advised Jerry Cobb to contact G.W. Haight either by phone or in writing to coordinate the delivery of clean soil.

- **DEQ Land Transfer Approval**

Since the final wording has not been provided by Mr. Hansen, DEQ, yet, it is not ready for signature. Ms. Stricklin suggested that the Board allow approval based on the attorney's review.

MOTION: Dr. Banks moved that the Board allow approval of entering into agreement of the land transfer contingent upon the attorney's review of the final language; seconded by Mr. VanStone. All in favor; passed unanimously. Motion carried.

▪ **Early Possession of the Leuty Building**

The Benewah County Commissioners have signed the early possession agreement for the Leuty building, effective August 1, 2008. Ms. Bock requested the Board approve Chairman Thompson's signature to finalize the agreement. The commissioners will make final payment of the building at the end of September.

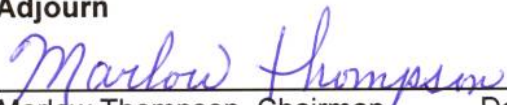
MOTION: Mr. Kirby moved to authorize Chairman Thompson to sign the early possession agreement between PHD and the Benewah County Commissioners for the Leuty building effective August 1, 2008; seconded by Mr. VanStone. All in favor; passed unanimously. Motion carried.

Mr. Mason and Ms. Stricklin appreciate the Board's willingness to absorb their increased legal fees and expressed how much they enjoy working with the Board.

MOTION: Mr. Kirby moved that the Board adjourn until September 25, 2008, or at the discretion of the Chairman; seconded by Dr. Banks. All in favor; passed unanimously. Motion carried.

There being no further business, the meeting adjourned at 1:33 p.m.

Adjourn



Marlow Thompson, Chairman Date



Jeanne Bock, Director and 9/25/08
Secretary to the Board Date